

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STUDENT ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of trade, technical, professional, or administrative support activities related to a field of academic specialization for a state department or agency. This classification is designed to facilitate the employment of high school, college, and vocational education students seeking temporary employment opportunities related to career or curriculum goals.

There is one classification in this job.

Position Code Title – Student Assistant

Student Assistant

As a student, the employee works under the immediate supervision of an administrative support, trades, technical, professional, or management personnel in the classified state service. Work is performed under well-defined guidelines and assignments are reviewed while in progress. The level of responsibility is commensurate with the student's academic attainment. The employee is required to use judgment in the performance of the work.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Receives training and experience in the activities of a state department or institution.

Performs a variety of sub-professional, semi-technical, semi-skilled or office activities.

Performs special assignments, studies or projects related to the student's career or curriculum goals.

As a high school student, performs a variety of support activities in stockrooms, reproduction units, mail rooms and other office areas.

Performs related work as assigned, appropriate to the student's educational attainment.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of terminology and subject matter in the area of work to be performed.

Some knowledge of office equipment or materials used in the work.

Ability to use a computer.

Ability to follow oral and written instructions.

Ability to learn the work of the agency.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

All jobs are temporary, non-career positions.

Students hired into this job may be employed part-time or full-time during or between school years, or between terms or semesters.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

The job duties require an employee to walk, bend, reach, or stand for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee lift and move heavy objects.

The job duties require an employee to use power tools.

Education

Current enrollment in high school, a vocational or technical school, or a post-secondary educational institution.

Experience

No specific amount or type required.

Special Requirements, Licenses, and Certifications

The student must be able to provide evidence of enrollment or acceptance to an educational institution on the Civil Service Student Program Application (CS-424) form.

STUDENT ASSISTANT

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
STUDNTAST	Student Assistant	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Student Assistant	STUDTASTE	NERE-115P

ECP Group 1
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